

**COMPETITIVE**

**Grant Agreement**  
**State of Alaska Department of Health & Social Services (DHSS)**  
**Denali Commission Funds**  
**Federal Fiscal Year 2004**

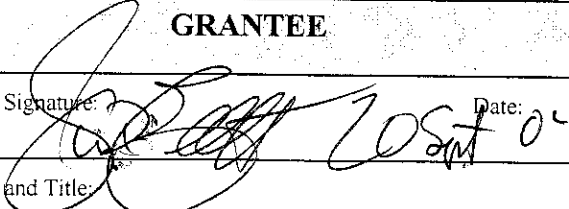
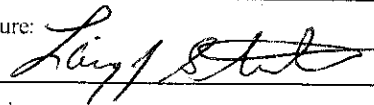
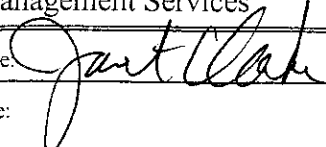
<b>Financial Assistance Award:</b> 0136-DC-2004-122	<b>Grant #: 06-4-C- 4900</b> <b>Award Amount: \$50,000</b>	<b>Period of Performance: December 31,2007</b> <b>Location of Project: Wrangell, Alaska</b>
<b>GRANTEE (Name &amp; Address)</b> Brian Gilbert, Chief Executive Officer Wrangell Medical Center P.O. 1081 Wrangell, AK 99929		<b>DEPARTMENT</b> Department of Health and Social Services Finance and Management Services/Facilities Section PO Box 110650 Juneau, Alaska 99811-0650
Contact Person: Brian Gilbert, CEO  Telephone: (907)-874-7000		DHSS Contact Person:  Michael Frawley, Grant Administrator II Telephone: (907) 465-3942

**Grant Award:**

The Department of Health and Social Services, hereafter referred to as the GRANTOR, has awarded \$50,000 from the grant funds appropriated through the Denali Commission in FY04, as described in RPL 064-0245, to Wrangell Medical Center, hereafter referred to as GRANTEE, for Wrangell Medical Center, Planning and Design for the new Community Health Center.

**Brief Description of Project:**

The Project consists of Planning and Design for the new Community Health Center, and is located in Wrangell, Alaska. This Project is in accordance with this grant agreement and the provisions of proposal documentation submitted to the Department of Health and Social Services. A copy of the proposal is attached. All documents named here are hereby incorporated by reference as part of this grant agreement.

<b>GRANTEE</b>	<b>DEPARTMENT OF HEALTH AND SOCIAL SERVICES</b>
Authorized Signature:  Date: 10/27/04	Authorized Signature:  Date: 9/27/04
Print Name and Title:  Brian Gilbert Chief Executive Director	Print Name and Title: Larry J. Streuber, Facilities Section Chief Finance and Management Services
	Authorized Signature:  Date: 9/27/04
	Print Name and Title: Janet Clarke, Assistant Commissioner Finance and Management Services

**ATTACHMENT A**  
**STANDARD PROVISIONS**

**ARTICLE 1. DEFINITIONS**

"Grantor" means the State of Alaska Department of Health and Social Services.

"Grantee" means Wrangell Medical Center

**ARTICLE 2. GRANTEE STATUS**

GRANTEE and any agents, employees or officers of GRANTEE act in an independent capacity and are not employees or agents of the GRANTOR in the performance of this Grant Agreement. No joint venture or partnership is formed as a result of this Grant Agreement. This Grant Agreement is solely for the benefit of the parties to the Grant Agreement and gives no right to any other party.

**ARTICLE 3. INDEMNIFICATION**

The GRANTEE shall indemnify, hold harmless and defend the GRANTOR, their officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the GRANTEE, its contractors, or anyone directly or indirectly employed by GRANTEE in the performance of this Agreement.

All actions or claims, including costs and expenses, resulting from injuries or damage sustained by any person or property arising directly or indirectly from GRANTEE's performance under this Agreement which are caused by the GRANTOR, by the GRANTEE, or by the State and the GRANTEE shall be apportioned on a comparative-fault bases. Any such joint negligence on the part of the GRANTOR or the GRANTEE must be a direct result of active involvement by the GRANTOR or the GRANTEE.

#### **ARTICLE 4. LEGAL AUTHORITY**

The GRANTEE certifies that it possesses legal authority to accept grant funds from the GRANTOR and to execute the activities described in this Grant Agreement.

#### **ARTICLE 5. WAIVER**

No provision of this Grant Agreement may be waived unless agreed to in advance by the GRANTOR in writing. The GRANTOR's failure to insist upon strict performance of any provision of the Grant Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such a breach, shall not constitute a waiver of any right under this Grant Agreement.

#### **ARTICLE 6. RECORDS**

All records related to this Agreement, including, but not limited to, documents, books, photographs, inspection reports, computerized data files, and other papers of whatever kind or description (hereinafter called "records") whether or not developed or originated by GRANTEE, which are reasonably required in the performance of, or to document the performance of this Agreement, are the sole property of the GRANTOR. GRANTEE, upon the GRANTOR's written request, shall deliver immediately all records to the GRANTOR or as the GRANTOR otherwise dictates in writing. The delivery of records to the GRANTOR shall be at the GRANTEE's expense. GRANTEE may not condition in any manner whatsoever the delivery of records. Any records that GRANTEE has retained on microfilm or otherwise condensed, GRANTEE must reproduce promptly, at no cost, upon the GRANTOR's written request.

GRANTEE shall permit any employee of the GRANTOR or any person designated by the GRANTOR, at any reasonable time during regular business hours, to examine and make audits of any and all of the records. Such persons will safeguard the confidentiality of all client records, and will not disclose financial, clinical or other personal client data to the public, or to others within the GRANTOR except as on a documented need to know basis. Such persons may, at the request of the GRANTEE, sign an affidavit to this effect.

Unless all records have been delivered to the GRANTOR, the GRANTEE shall retain all records in its possession relating to the performance of this Grant Agreement for a period of 3 years from the completion of the project or until final resolution of any audit findings, claims, or litigation related to the grant, whichever is later.

#### **ARTICLE 7. REPORTS**

The GRANTEE shall furnish the GRANTOR with such periodic reports as it may request on such forms and at such times as it may require. Such periodic reports shall pertain to the activities undertaken pursuant to this Grant Agreement, including the Quarterly Report and

the final closeout report, the costs and obligations incurred in connection therewith, and any other matters covered by this Grant Agreement.

#### **ARTICLE 8. ASSIGNABILITY**

The GRANTEE may not assign or delegate this Grant Agreement or any part of it, or any right to any compensation or reimbursement paid under it without the express written consent of the GRANTOR.

#### **ARTICLE 9. FINANCIAL MANAGEMENT AND ACCOUNTING**

The GRANTEE shall spend funds awarded under this grant only for the purposes specified in this Grant Agreement. The GRANTEE shall establish and maintain a financial management and accounting system that conforms to generally accepted accounting principles and complies with applicable state and federal requirements. GRANTEE shall keep such other records as the GRANTOR may require. Such records shall include information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The GRANTEE shall also maintain records pertaining to project performance and efforts to comply with the provisions of the Grant Agreement.

The GRANTEE shall comply with the audit requirements established by 02 AAC 45.010. The Grantee agrees to be immediately subject to the audit requirements set forth in Attachment D. The GRANTEE shall provide the GRANTOR with a copy of any audit report(s) conducted of the GRANTEE's administration of these grant funds. An audit report, provided in accordance with this article, will be submitted to the GRANTOR within 30 days of its receipt by the GRANTEE.

The GRANTEE shall maintain appropriate systems, procedures and documentation to assure its compliance with respect to audits, as specified above. The GRANTEE will take appropriate action to assure that any audits required are completed.

The GRANTEE shall repay to the GRANTOR any costs pertaining to this grant determined not to be allowable as a result of the resolution of any findings or questioned costs identified in the audits required by this article. Upon demand, the GRANTEE shall repay to the GRANTOR any disallowed costs related to a sub-grant of funds under this agreement resulting from the resolution of any audit findings. Recovery of funds from the GRANTEE shall occur within thirty (30) days of demand. Failure of the GRANTEE to repay any disallowed amounts is a breach of this grant agreement and may result in action taken by the GRANTOR as provided for under Article 18 (Noncompliance by GRANTEE).

#### **ARTICLE 10. AMENDMENTS AND MODIFICATIONS**

This Agreement, including all attachments and documents, which by reference are incorporated herein, contains the entire Agreement between the GRANTOR and the



GRANTEE. This Agreement may not be modified or amended except in writing signed by both parties and any purported amendment or modification shall be without legal effect until reduced to writing and signed by both parties.

#### **ARTICLE 11. THIRD-PARTY RELATIONSHIPS**

None of the work specified in the Grant Agreement may be contracted by the GRANTEE to a third party without the prior approval of the GRANTOR. GRANTOR's approval of GRANTEE's contracting shall not create any contractual relationship between the GRANTOR and the third party. The GRANTEE shall remain fully obligated under the provisions of this Grant Agreement notwithstanding its contracting to any third party the performance of all or any part of the work described herein.

In the event that the GRANTEE contracts for third party services, the GRANTEE will require that the third party certify that it is authorized to do business in the State of Alaska and that it has obtained the necessary bonding in an amount approved by the GRANTOR or required by applicable federal regulations.

The GRANTEE shall bind all third party contractors to each and every applicable Grant Agreement provision. Each contract with third parties for work to be performed under this Grant Agreement shall specifically include a provision indemnifying the GRANTOR against damages or claims for damages arising from the third-party's performance or activities under its contract with GRANTEE.

#### **ARTICLE 12. CONFLICT OF INTEREST**

No officer or employee of the GRANTOR; no member, officer, or employee of the GRANTEE or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of such locality or localities who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the activities assisted under this Grant Agreement.

The GRANTEE shall incorporate, a provision prohibiting such interest pursuant to the purpose of this provision. in all contracts or subcontracts funded through this grant.

#### **ARTICLE 13. POLITICAL ACTIVITY**

No portion of the funds provided herein under shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to influence the approval or defeat of any ballot issue or to lobby any State agency or member or employee of the legislature.

This grant is subject to the provisions of AS 37.05.321, which is titled: "Restrictions of Use." A grant or earnings from a grant made under AS 37.05.315—37.05.317 may not be used for the purpose of influencing legislative action. In this section influencing legislative action means promoting, advocating, supporting, modifying, opposing, or delaying or seeking to do the same with respect to the legislative action but does not include the provision of information, statistics, studies or analyses in written or oral form or format. A grant or earnings from a grant made under AS 37.05.315—37.05.317 may not be used for purposes of travel in connection with influencing legislative action unless pursuant to a specific request from a legislator or legislative committee.

GRANTEE shall incorporate in all contracts with third parties, a provision prohibiting such expenditure of funds and shall require certification by such parties of compliance with such provision.

#### **ARTICLE 14. NOTICES**

The GRANTEE shall comply with all public notices or notices to individuals required by applicable State and Federal laws and shall maintain a record of this compliance.

#### **ARTICLE 15. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION**

The assistance provided under this Grant Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval or concurrence under this Agreement provided, however, that reasonable fees of a bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

#### **ARTICLE 16. TERMINATION BY MUTUAL AGREEMENT**

This Grant Agreement may be terminated, in whole or in part, at any time that both parties agree in writing that continuation of the agreement is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The termination shall not be valid unless both parties agree in writing, in advance, regarding all conditions of termination.

The GRANTEE shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The GRANTOR shall make funds available to the GRANTEE to pay for allowable expenses incurred before the effective date of termination.

#### **ARTICLE 17. TERMINATION BY GRANTOR**

The GRANTOR may terminate this Agreement for any reason upon 30 days written notice to GRANTEE.

Upon receipt of notice of termination, GRANTEE shall not incur new obligations and shall cancel as many outstanding obligations as possible. The GRANTOR shall make funds available to the GRANTEE to pay for allowable expenses incurred before the effective date of termination.

#### **ARTICLE 18. NONCOMPLIANCE BY GRANTEE**

If the GRANTOR determines that the GRANTEE has failed to comply with the terms of this Grant Agreement, or failed to use the grant for only those purposes set forth herein, the GRANTOR may, At their complete discretion, take any of the following actions:

- A. Probation** - If the GRANTOR determines the noncompliance to be of a minor nature and that the GRANTEE's work can be improved or corrected, the GRANTEE may be placed on probation. The GRANTOR will notify GRANTEE in writing by certified mail of the reason for the probation, the corrective action required for removal from probation status, and the time by which such corrective action must be taken. GRANTEE will be on probation until its performance is in compliance with the terms of the Agreement. If GRANTEE does not correct its noncompliance, the GRANTOR may suspend the GRANT or terminate the Agreement.
- B. Suspension** - After written notice to the GRANTEE sent by certified mail, the GRANTOR may suspend the grant and withhold any further payment or prohibit the GRANTEE from incurring additional obligations of grant funds, pending corrective action by the GRANTEE or a decision to terminate. Such written notice shall state the reason for the suspension, the effective date of the suspension and the necessary corrective action. The GRANTEE must receive the response by the GRANTOR to the notice within fifteen (15) days of receipt of the written notice.
- C. Termination**—The GRANTOR may terminate the grant, in whole or in part, at any time before the final grant payment is made. The GRANTOR shall promptly notify the GRANTEE in writing by certified mail of its determination to terminate, the reason for such termination, and the effective date of the termination. Payments made to the GRANTEE or recoveries by the GRANTOR shall be in accordance with the legal rights and liabilities of the parties.

#### **ARTICLE 19. WITHDRAWAL OR REDUCTION OF FUNDING**

In the event funding from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant Agreement and prior to normal completion, the GRANTOR may terminate the Agreement, reduce funding, or, re-negotiate subject to those new funding limitations and conditions. A termination under this Article shall be implemented pursuant to the same conditions as a termination under Article 17 (Termination by the GRANTOR) of this Attachment.

## **ARTICLE 20. RECOVERY OF FUNDS**

In the event of a default or violation of the terms of the Grant Agreement by the GRANTEE, the GRANTOR may institute actions to recover all or part of the project funds paid to the GRANTEE. Repayment by the GRANTEE of grant funds under this recovery provision shall occur within (30) thirty days of demand.

All remedies conferred on the GRANTOR by this Agreement, State law or any other instrument or Agreement are cumulative, not exclusive, and may be exercised concurrently or consecutively at the GRANTOR's option.

## **ARTICLE 21. DISPUTES**

Any dispute arising under this Agreement that is not resolved by mutual consent shall be resolved in accordance with regulations adopted by the GRANTOR for contract disputes or controversies.

## **ARTICLE 22. INSURANCE**

Without limiting GRANTEE's indemnification, it is agreed that the GRANTEE shall purchase at its own expense and maintain in force at all times during the performance of services under this Agreement the following policies of insurance. Insurance policies required to be maintained by GRANTEE shall name the GRANTOR, an additional insured, for all coverage except Worker's Compensation and Professional Liability Insurance. GRANTEE and its contractors agree to obtain a waiver, where applicable, of all subrogation rights against the GRANTOR, its officers, officials, employees, and volunteers for losses arising from work performed by the GRANTEE and its contractors for the GRANTORS. Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the GRANTEE's policy contains higher limits, the GRANTOR and the State will be entitled to coverage to the extent of such higher limits. Certificates of Insurance stating the insurance company, type of coverage, limits, effective date, expiration date, additional insured, and waiver of subrogation must be furnished to the GRANTOR prior to execution of this agreement by the GRANTOR and must provide for a thirty (30) day prior notice of cancellation, non-renewal or material change. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach and ground for termination of the grant pursuant to Article 17 (Termination by the GRANTOR) of this Grant Agreement.

- A. Workers' Compensation Insurance:** The GRANTEE shall provide and maintain, for all employees of the GRANTEE engaged in work under the Agreement, Workers' Compensation Insurance as required by AS 23.30.045. The GRANTEE shall be responsible for ensuring that any contractor who directly or indirectly provides services under this Agreement has adequate Workers' Compensation Insurance for its employees. Where applicable, coverage for all federal acts (i.e., United States Long Shore and Harbors and Jones Acts) must also be included.



- B. Comprehensive (Commercial) General Liability Insurance:** The GRANTEE shall provide and maintain Comprehensive (Commercial) General Liability Insurance with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- C. Comprehensive Automobile Liability Insurance:** The GRANTEE shall provide and maintain Comprehensive Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$100,000 per person/\$500,000 per occurrence bodily injury and \$50,000 property damage, or \$500,000 combined single limit per accident.
- D. Professional Liability Insurance:** If applicable, the GRANTEE shall provide and maintain Professional Liability Insurance covering all errors, omissions or negligent acts of the GRANTEE, its contractors or anyone directly or indirectly employed by them, made in the performance of this Agreement which result in financial loss to the Grantor. Limits required are per the following schedule:

Grant Amount	Minimum Required Limits
Under \$100,000	\$100,000 per occurrence/annual aggregate
\$100,000 - \$499,999	\$250,000 per occurrence/annual aggregate
\$500,000 - \$999,999	\$500,000 per occurrence/annual aggregate
\$1,000,000 or over	Negotiable

The professional liability insurance requirement may be substituted or waived at the sole discretion of the GRANTOR.

**E. Bond Requirements:** Before the GRANTEE enters into a contractual arrangement with a contractor to provide any tasks in connection with this agreement, the GRANTEE shall require the Contractor to comply, at a minimum, with the bond provisions specified in AS 36.25.010 (a) and (b), and Article 3 (Indemnification).

## **ARTICLE 23. GOVERNING LAW**

Any civil action arising from this grant agreement shall be brought before the Superior Court for the Judicial District of the State of Alaska in Juneau. The laws of the State of Alaska shall govern the rights and obligations of the parties under this grant agreement.

## **ARTICLE 24. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

The GRANTEE shall perform its work in compliance with all appropriate laws and regulations including the Americans with Disabilities Act of 1990. It is the responsibility of

the GRANTEE to ensure that any required Federal, State or local permits are obtained. GRANTEE shall also provide a copy of a current Alaska Business License. The GRANTEE shall report, or cause a report to be submitted, to the Alaska Department of Labor as required by AS 36.05 Wages and Hours of Labor, AS 36.10 Employment Preference and Title 8, Chapter 30 Public Contracts, of the Alaska Administrative Code.

#### **ARTICLE 25. BUDGET FLEXIBILITY**

Notwithstanding the provisions of Article 10 (Amendments and Modifications) of this Agreement, the GRANTEE may revise the project budget in Attachment C without a formal amendment to this Agreement. Revisions that increase a line item by 20% or \$50,000, whichever is less, require prior approval by the GRANTOR (7AAC 78.260). Such budget revisions shall be limited to changes to existing budget line items. GRANTEE shall notify GRANTOR of revisions prior to next payment request. Budget revisions may not be used to increase any budget item for project administrative expenses.

Changes to the budget beyond the limits authorized by this provision may only be made by a formal amendment to this Agreement.

#### **ARTICLE 26. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The GRANTEE may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood. The GRANTEE shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out the provisions of this paragraph.

The GRANTEE shall state, in all solicitations or advertisements for employees to work on State funded projects, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood, as set forth in Attachment E.

The GRANTEE shall include the provision of this EEO Article in every contract relating to this Grant Agreement and shall require the inclusion of these provisions in every Agreement entered into by any of its contractors, so that those provisions will be binding upon each contractor and subcontractor.

#### **ARTICLE 27. PUBLIC PURPOSES**

The GRANTEE agrees that the benefits of the project activities to which this Grant Agreement relates shall be made available without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

## **ARTICLE 28. SEVERABILITY**

If any court of rightful jurisdiction holds any provision under this Grant Agreement or its application to any person or circumstance invalid, this invalidity does not affect other provisions of the Agreement, which can be given effect without the invalid provision.

## **ARTICLE 29. CLOSE-OUT**

The GRANTOR will advise the GRANTEE to initiate close-out procedures when the GRANTOR determines, in consultation with the GRANTEE, that there are no impediments to close-out and that the following criteria have been met or soon will be met:

- A.** All costs to be paid with grant funds have been incurred with the exception of closeout costs and any unsettled third-party claims against the GRANTEE. Costs are incurred when goods and services are received or contract work is performed.
- B.** The last required performance report has been submitted. The GRANTEE's failure to submit a report will not preclude the GRANTOR from effecting closeout if it is deemed to be in the GRANTOR's interest. Any excess grant amount that may be in the GRANTEE's possession shall be returned by the GRANTEE in the event of the GRANTEE's failure to furnish or update the report.
- C.** Other responsibilities of the GRANTEE under this Grant Agreement and any closeout Agreement and applicable laws and regulations appear to have been carried out satisfactorily or there is no further GRANTOR interest in keeping the grant open for the purpose of securing performance.

## **ATTACHMENT B**

### **SCOPE OF WORK**

#### **ARTICLE 1. PURPOSE**

The purpose of this grant is to provide funds to the GRANTEE for the following project: Planning and Design for the new Community Health Center. Grant funds may only be used for eligible project activities identified below and in accordance with the costs identified in Attachment C of this grant agreement, or as otherwise approved in writing by the GRANTOR.

As identified by the GRANTEE in the grant proposal, Planning and Design for the new Community Health Center, is proposed to be funded as part of this grant agreement:

Attachment C to this grant agreement provides a budget for the construction project.

#### **ARTICLE 2. PROJECT DESCRIPTION**

Grant funds provided as part of this grant award are intended to fund the development activities indicated in Article 1 (Purpose) associated with the Planning and Design for the new Community Health Center.

The project is to be located in the Wrangell Medical Center, and is commonly referred to as:

Wrangell Medical Center/Physician Clinic  
PO Box 1081  
Wrangell, AK 99929

#### **ARTICLE 3. TASKS REQUIRED PRIOR TO FIRST DISBURSEMENT (WORK PLAN)**

The GRANTEE shall provide a work plan to the GRANTOR for approval prior to disbursement of any grant funds. The work plan shall contain the following:

- A. A detailed projected budget by line item showing the proposed use of all funds for the project, including the required minimum 50% of project cost share match from other sources, other than this grant.
- B. Written description of the work to be completed with these grant funds.
- C. A project schedule, which may be amended from that submitted as part of the grant proposal, proposed for the completion of the project.

#### ARTICLE 4. PROJECT START-UP AND COMPLETION TIME FRAMES

- A. **Site Control.** When applicable, the GRANTEE shall acquire the legal right to occupy and use the subject property for the purposes of this grant, and further assure that there is legal access to such property prior to the first disbursement of funds under this grant.

In the event grant funds are to be utilized for the purchase or acquisition of the subject property, an option to purchase or an earnest money agreement will satisfy the requirement for site control for the purpose of disbursement of funds for the purchase or acquisition of the property.

- B. **Project Start-Up.** If the Scope of Work includes renovation or new construction activities, the renovation or new construction activities shall begin within six (6) months of the date on which this Agreement is executed by the GRANTOR
- C. **Period of Performance.** The POP for this project is December 31, 2007. Work must be 100% complete by this date. The POP date can be extended if the GRANTEE requests an extension and can show good cause to do so.

Project completion for this purpose shall be defined as the issuance of:

- (1) For projects involving renovation activities, a final unconditional Certificate of Occupancy issued by the appropriate municipal, city, or borough authority, or, if in an area where a Certificate of Occupancy is not issued, a copy of a final inspection report completed by the project architect.

In the event that the scope of work was such that a project architect was not employed in the project's development, the GRANTEE shall provide a written certification, signed by the Project Manager and/or GRANTEE's Executive Director or designated grant signor which certifies that all rehabilitation activities were completed in accordance with the original scope of work proposed, or amendments approved by the GRANTOR, and that the Project is 100% complete;

- (2) A satisfactory final inspection by the GRANTOR, or its designee, which evidences that the project has been 100% completed in accordance with the GRANTEE's proposal and Scope of Work proposed in this grant agreement.
- (3) Final draw down disbursement and close out documents for the project.
- (4) For Planning and Design only projects, a complete set of approved drawings that are stamped and signed by the appropriate discipline are provided to the GRANTEE along with all other documents necessary to bid the project accordingly.

## **ARTICLE 5. REPORT REQUIREMENTS**

The GRANTEE shall establish and maintain a record of all financial transactions associated with the grant activities.

The use of grant funds in any manner contrary to the terms and conditions of this Agreement may result in the subsequent revocation of the grant and any balance of funds under the grant. In addition, the GRANTEE may be required to return any, or all, grant funds provided to the GRANTEE by the GRANTOR.

In addition to any reports and data required by other parts of this Grant Agreement, the GRANTEE shall submit the following reports to GRANTOR:

### **A. Quarterly Project Reporting.**

Within 30 days of the close of the first full calendar quarter following execution of this agreement and at quarterly intervals thereafter, reports must be forwarded to the Department of Health and Social Services on a Project Narrative Report form, a Project Financial Report form and a Project Performance Analysis (PPA) form provided by the DEPARTMENT which contain the following:

1. The disposition of grant funds and analysis by budget category as outlined this grant agreement and defined in the PPA form.
2. Total interest earned, if any, on grant funds provided during the reporting period;
3. Summary of project schedule;
4. Summary of problems encountered;
5. Summary of conclusions and recommendations.

In conjunction with 1 through 5, the GRANTEE shall provide project photographs which evidence the work completed to date. Specifically, the Grantee will provide a minimum of three dated photographs per reporting period such that a complete record of the construction is maintained over time, from "before", showing the situation before the start of construction, to "during", showing work proceeding on the project, and "after", to show the finished project. Photos shall be provided in a digital format. A short description of the activity and names of those in the photos shall be provided.

- B. Award Closeout.** The Award Closeout must be completed within 60 days of the end of the grant performance period, or within 60 days of the completion of the project, whichever is earlier. The project closeout process includes the submission of both a final narrative report and financial status report. The GRANTEE must also request any remaining funds for expenditures under this award during this 60-day period. Please refer to the GRANTOR for guidance on additional project closeout details.



#### **ARTICLE 6. PERMITS AND INSPECTIONS**

The GRANTEE shall be responsible for obtaining the necessary permits, inspections and written reports during construction or renovation of subject property. The GRANTOR reserves the right to review the adequacy of the inspection reports provided by the GRANTEE and to monitor all activities undertaken by this grant. The GRANTOR will notify the GRANTEE of any inadequacies which are detected during the GRANTOR's review of the inspection reports or during monitoring visits. The GRANTEE will have the responsibility to make any necessary corrections to resolve any findings.

#### **ARTICLE 7. FAILURE TO COMPLETE THE PROJECT**

Failure to complete the project in accordance with this Grant Agreement or to show evidence of completion may result in, at the GRANTOR's discretion, the GRANTOR's filing a lien on the project and/or obtaining title to the property to protect the GRANTOR's interest, or in the GRANTOR withholding the balance of the grant amount.

#### **ARTICLE 8. OPERATION, MAINTENANCE AND SECURITY OF PROJECT**

The GRANTOR shall not be responsible for the operation, maintenance and/or security of the project during or after its completion.

## **ATTACHMENT C**

### **FINANCIAL PROVISIONS**

#### **ARTICLE 1. TOTAL GRANT AMOUNT**

In full consideration of the GRANTEE's satisfactory performance of the tasks stated in Attachment B, and in accordance with other conditions of this grant agreement, the GRANTOR shall pay the GRANTEE a sum not to exceed fifty thousand dollars (\$50,000), based on the schedule identified below in Article 3 (Budget Schedule).

#### **ARTICLE 2. TASKS REQUIRED PRIOR TO INITIAL DISBURSEMENTS**

Prior to any payments being made under this Agreement, the GRANTEE shall provide the following:

- A. Evidence of all applicable licenses, including a current business license;
- B. Bonding and insurance requirements as specified in Attachment A, Article 22 (Insurance);
- C. A Work Plan as specified in Attachment B, Article 3 (Tasks Required Prior to First Disbursement);
- D. Evidence of the commitment (approval) of at least 50% cost share match of project cost from a source or sources besides the grant provided in this agreement.

#### **ARTICLE 3. BUDGET SCHEDULE**

The GRANTEE shall use grant funds only for direct costs associated with eligible budget categories as identified in the approved work plan based on Attachment B, Article 1 (Purpose and Special Conditions). The budgeted costs associated with the work items to be completed with grant funds, as identified in the approved work plan, are as follows:



### Work Activity

Predevelopment Costs;  
Engineering/Plans/permits

<u>Denali</u> <u>Commission</u>	<u>Wrangell</u> <u>Medical Center</u>	<u>City of Wrangell</u>	<u>Total Project Cost</u>
\$50,000	\$25,000	\$25,000	\$100,000

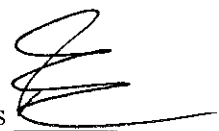
The GRANTOR shall not be obligated to disburse grant funds in excess of the Budgeted Cost for each activity identified above. Grant funds which are not needed to satisfy obligations associated with an above identified budgeted activity may be used to pay for the cost associated with other above identified activities, or for other eligible activities, as approved in writing by the GRANTOR.

#### **ARTICLE 4. PAYMENTS**

Payment requests should be sent to the attention of the Department of Health and Social Services Program Administrator identified in the Grant Agreement, utilizing the Financial Report Form attachment I.

#### **ARTICLE 5. RETAINAGE AMOUNT**

The GRANTOR will retain an amount equal to approximately ten percent (10%) of the total grant amount pending receipt and approval by GRANTOR of the Final Cost Certification and any other final reports required under Attachment B, Article 5 (Report Requirements). In addition, the retainage amount may be increased by the GRANTOR. Upon approval of the Final Cost Certification and other final reports required under Attachment B, Article 5 (Report Requirements), GRANTOR will disburse the retainage amount, in accordance with Attachment C, Article 4 (Payments). Any unexpended grant funds which remain undisbursed upon completion of the project, approval of the Final Cost Certification, and payment of all eligible costs, shall be retained by the GRANTOR.



## **ARTICLE 6. DEPOSITS AND INTEREST INCOME**

Payments resulting from this agreement shall be used by the GRANTEE for the project and for no other purpose without prior written approval of the GRANTOR.

Any interest income that may be earned by the GRANTEE from grant funds provided to the GRANTEE by the GRANTOR remains the property of the GRANTOR. Interest income earned, if any, shall be deducted from the final ten percent (10%) retainage fee. The retainage amount shall be increased commensurate with any interest earned exceeding ten percent (10%) of the total grant amount, as evidenced by data supplied as part of the quarterly reports required under Attachment B, Article 5 (Report Requirements).

## **ARTICLE 7. FUNDING SOURCE RESTRICTION**

Funds provided to the GRANTEE by the GRANTOR under this Grant Agreement may only be used for eligible activities as identified in Attachment B, Scope of Work, or other eligible expenses, as approved in writing by the GRANTOR.

## AUDIT REQUIREMENTS

### FEDERAL REQUIREMENTS

If you expend \$300,000 or more total Federal Financial Assistance in your fiscal year, you may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and defined in OMB Circular A-133.

Information on compliance with the Federal Single Audit Act may be obtained from, and audits completed in compliance with the Act must be submitted to:

State Single Audit Coordinator  
Office of the Governor  
Office of Management and Budget  
P.O. Box 110020  
Juneau, AK 99811-0020  
Telephone: (907) 465-4660

### STATE REQUIREMENTS -- CHAPTER 045 GRANT ADMINISTRATION

#### **2 AAC 45.010 AUDIT REQUIREMENTS.**

(a) As part of the financial information required under AS 37.05.030, a state agency that enters into a financial assistance agreement to provide financial assistance to an entity shall, in coordination with any other state agencies providing financial assistance to that entity, require that entity to submit to the Department of Administration through the state coordinating agency an audit of the recipient entity if that entity is subject to an audit under this section. The audit must be conducted and submitted as described in this section. In order to ensure compliance with this subsection, a state agency must include the audit requirements of this section in any financial assistance agreement subject to this subsection.

(b) An entity that expends financial assistance with a cumulative total of \$300,000 or more during the entity's fiscal year shall submit an audit report for the audit period to the state coordinating agency, by

(1) the earlier of

(A) 30 days after the entity receives its audit report for the audit period; or

(B) nine months after the end of the audit period; or

(2) a later date than the date calculated under (1) of this subsection, if

(A) the state agency that provides the financial assistance agrees to the change of date; and

(B) the agreement under (A) of this paragraph is made in

(i) writing; and

(ii) advance of the date calculated under (1) of this subsection.

(c) An audit required by this section must be conducted by an independent auditor, according to the following audit standards effective at the time of review for the audit period:

(1) Government Auditing Standards, 1994 revision adopted by the comptroller general of the United States;

(2) generally accepted auditing standards, as accepted by the American Institute of Certified Public Accountants in effect as of January 1, 1998 for the type of entity being audited;

(3) State of Alaska Audit Guide and Compliance Supplement for State Single Audits, May 1998 revision, prepared by the state coordinating agency.

(d) The audit required under this section must report on the following:

(1) the system of internal controls of the entity and the auditor's identification of reportable conditions and material weaknesses of the entity, using the applicable standards set out in (c) of this section;

(2) the entity's compliance with applicable state statutes and regulations and applicable financial assistance agreements affecting the expenditure of the financial assistance; the report must identify

## Attachment D

findings and known questioned costs that exceed \$1,000 in the aggregate for all transactions of expenditures tested for the financial assistance being audited;

(2) the entity's financial statements;

(3) the schedule of state financial assistance.

(e) As part of the audit report required under this section, the entity must provide

(1) written comments on any

(A) findings;

(B) known questioned costs;

(C) reportable conditions, including material weaknesses; and

(D) recommendations contained in the audit report;

(2) the entity's plan for corrective action, if any findings are identified or any recommendations are made in the audit report;

(3) the status of the entity's implementation of any plans for corrective actions related to

(A) the audit reports required under this section for the fiscal year before the audit period; and

(B) unresolved findings of audit reports required by this section for audit periods before those specified in (A) of this paragraph; and

(4) a written explanation of the reasons why corrective action will not be taken if the entity does not intend to take corrective action on the findings and recommendations in any audit report required by this section.

(f) An audit report required under this section need not evaluate the effectiveness of a program funded by financial assistance. However, a program evaluation or financial monitoring may be conducted by the state agency or requested of the entity by the state agency that entered into the financial assistance agreement.

(g) An audit required by this section must cover either

(1) the entire operations of the entity; or

(2) the program of the entity for which financial assistance was expended, if

(A) the entity receives financial assistance from only one state program of a state agency; and

(B) the entity does not expend the financial assistance being audited, for indirect costs, including allocations of indirect costs.

(h) An entity shall provide the state coordinating agency with sufficient copies of each audit report to allow submission of a copy to each state agency providing financial assistance to the entity. The state coordinating agency shall determine if auditing standards have been met and shall forward a copy of the audit to the Department of Administration, upon request, and other appropriate state agencies. The state coordinating agency shall coordinate the assignment of the resolution to one state agency, if the exceptions concern more than one state agency. The applicable state agency providing financial assistance to the entity must meet its responsibilities under other law for ensuring compliance with the audit report.

(i) Unless additional audit requirements are imposed by state or federal law, a state agency that provides financial assistance to an entity shall accept the audit required by this section in satisfaction of any other audit requirement. If additional audit work is necessary to meet the needs of a state agency, the audit work must be based on the audit required by this section. Nothing in this subsection authorizes a state agency to seek payment from the entity for the additional audit work.

(j) A third party that receives financial assistance through an entity, in an amount described in this section, is subject to the applicable requirements of this section. An entity that disburses \$300,000 or more in state financial assistance to a third party shall ensure that the third party complies with the requirements of this section. That entity shall also ensure that appropriate corrective action is taken within six months after a third party's noncompliance with an applicable state statute or regulation, or financial assistance agreement, is disclosed.

(k) Repealed 7/1/98.

(l) For purposes of this section, if an entity has not identified its fiscal year, that entity's fiscal year is July 1 through June 30.

(m) Financial assistance in the following form is not included when calculating whether an entity meets the threshold monetary requirement under (b) of this section:

## Attachment D

- (1) state revenue sharing and municipal assistance money provided under AS 29.60.010 - 29.60.375;
- (2) amusement and gaming tax money provided under AS 43.35.050 ;
- (3) aviation fuel tax money provided under AS 43.40.010 ;
- (4) electric and telephone cooperative gross revenue tax refunds provided under AS 10.25.570 ;
- (5) alcoholic beverage license fee refunds provided under AS 04.11.610 ;
- (6) fisheries tax refunds provided under AS 43.75.130 .

(n) Financial assistance in a form listed in (m) of this section is not exempt from compliance testing if the entity meets the threshold monetary requirement under (b) of this section.

(o) Repealed 7/1/98.

Authority - AS 37.05.020 AS 37.05.030 AS 37.05.190

### **2 AAC 45.060 EXTERNAL QUALITY REVIEW OF AUDIT ORGANIZATION**

The state coordinating agency may only accept an audit under this section, if that organization has submitted to the state coordinating agency a copy of the organization's most recent external quality review report that meets the standards described in 2 AAC 45.010(c) (1) and (2).

Authority - AS 37.05.020 AS 37.05.030 AS 37.05.190

### **2 AAC 45.070 APPLICABILITY**

(a) The amended version of this chapter, effective July 1, 1998, applies to an audit for an audit period that begins or continues after June 30, 1998.

(b) An entity may agree to be subject to the provisions of the amended version of this chapter, effective July 1, 1998, for an audit period beginning on or after July 1, 1997 and ending on or before June 30, 1998, by voluntarily submitting an audit that complies with those provisions.

Authority - AS 37.05.020 AS 37.05.030 AS 37.05.190

### **2 AAC 45.080 EXEMPTIONS FROM FINANCIAL ASSISTANCE**

(a) For purposes of this chapter, "financial assistance" does not include the following:

- (1) public assistance provided under AS 47;
- (2) goods or services purchased for the direct administration or operation of state government;
- (3) moneys advanced to an entity under one or more state loan programs;
- (4) power cost equalization payments made to an electric cooperative on behalf of its customers;
- (5) scholarships, loans, or other tuition aid provided to students, but paid to an education institution on their behalf.

(b) In addition to the exemptions set out in (a) of this section, for a third party, "financial assistance" does not include goods purchased from the third party for direct administration or operation of the entity that received financial assistance.

Authority - AS 37.05.020 AS 37.05.030 AS 37.05.190

### **2 AAC 45.090 DEFINITIONS**

For purposes of this chapter, unless the context otherwise requires,

- (1) "audit period" means the entity's fiscal year in which the entity expended financial assistance;
- (2) "entity" does not include the University of Alaska or any other state agency;

## Attachment D

(3) "financial assistance" means state grants, contracts, provider agreements, cooperative agreements, and all forms of state financial assistance to an entity; "financial assistance" includes all forms of state financial assistance provided through an entity to a third party;

(4) "known questioned costs" means those questioned costs specifically identified by the auditor in the audit conducted under this chapter;

(5) "state coordinating agency" means the office of management and budget (OMB), Office of the Governor, or OMB's designee.

Authority - AS 37.05.020      AS 37.05.030      AS 37.05.190

## Attachment E

### CIVIL RIGHTS OF CLIENTS AND STAFF

- (a) The Grantee shall comply with Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (PL 101-336); Civil Rights Act of 1991; Administrative Order No. 129; the Food Stamp Act of 1977, Alaska Statutes, Sections 18.80.280, pertinent portions of the Code of Federal Regulations (CFR), and the Department's Policy and Procedure 190-6 for implementation of the foregoing.

The Grantee shall make no distinction or discrimination against the client, recipient, applicant or beneficiary of the Department's federally and state assisted programs on the basis of race, color, age, national origin, sex, political belief, religious creed, or disability. No client, recipient, applicant or beneficiary of these federally assisted programs shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Department has responsibility.

- (b) Distinction on the grounds of race, color, age, national origin, sex, political belief, religious creed, or disability includes:
1. Any type of segregation, separate or different treatment, or other discrimination on that ground; other than as provided under (a) above.
  2. The imposition of any admission, enrollment, quota eligibility, or other requirement or condition which individuals must meet in order to be provided any service or other benefit under the program or to be afforded an opportunity to participate in the program if the race, color, age, national origin, sex, political belief, religious creed, or disability of individuals is considered in determining whether they meet any such requirement or condition;
  3. The use of membership in a group as basis for the selection of individuals for any purpose if, in selecting members of the group there is discrimination on the grounds of race, color, age, national origin, sex, political belief, religious creed, or disability.
  4. The assignment of personnel to provide services, or the assignment of times or places for the provision of services, on the basis of the race, color, age, national origin, sex, political belief, religious creed, or disability of the individual to be served.
- (c) The Grantee shall set up and operate internal information collection systems to provide necessary racial statistics for staff, clients, beneficiaries and/or participants. Records and reports shall be available for review by the Department, U.S.

## Attachment E

Department of Health and Human Services and the U.S. Department of Agriculture, upon request.

- (d) The Grantee shall make available to beneficiaries, participants, and other interested persons information regarding the provisions of Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Food Stamp Act of 1977, Alaska Statutes, Sections 18.80.200 -18.80.280, pertinent CFR, and the Department's Policy and Procedure 190-6 as well as its compliance with the Americans with Disabilities Act of 1990.
- (e) The Grantee shall inform and instruct staff members concerning obligations under Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Food Stamp Act of 1977, the Americans with Disabilities Act of 1990, Alaska Statutes, Sections 18.80.200 - 18.80.280, pertinent CFR, and the Department's Policy and Procedure 190-6.
- (f) The Grantee shall comply with procedures furnished by the Department for processing of complaints alleging discrimination on the basis of race, color, age, national origin, sex, political belief, religious creed, or disability.

In determination of whether a Grantee is illegally discriminating in the provision of benefits or services, consideration shall be given to the purpose of the service as expressly stated in any Federal statute, State statute, or local statute or ordinance adopted by an elected general purpose legislative body. In making such determination it shall be acknowledged that certain Federal, State or local funding is legally designated for specific groups, by age, sex, disability, income, or other specific and legal eligibility criteria. For example, programs for the aging, blind, disabled and youth provide services legally only for those groups. Also, institutions may legally serve a special age, sex, or disability group depending upon their protective, treatment, or rehabilitative needs and funding sources to provide the services.





**Denali Commission  
Quarterly Project Financial Report**

**Project Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Reporting Period:** \_\_\_\_\_

**Grant #:** \_\_\_\_\_

**Please include the following information:**

*(Use additional pages as necessary)*

**Budget Information:**

1. The total project budget—Denali Commission and other funds combined
2. The total project expenditures as of the end of the most recent quarter
3. The total amount of Denali Commission funds committed to the project
4. The total expenditure of Denali Commission funds for the project as of the end of this reporting period
5. The percentage of expenditures to the total budget
6. Project Performance Analysis (use PPA form on page 2 of 641)

**Project Schedule:**

Show the project schedule with milestone dates for design and construction.

**Denali Commission**  
**Quarterly Project Financial Report**  
**Project Performance Analysis (PPA) Form**

Project Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Grant #: \_\_\_\_\_

Line Items:	Approved Budget:	Actual Cost:	Scheduled Completion Date:	Actual Work Performed:
<b>Totals:</b>				

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Form 641B

**Denali Commission**  
**Annual Labor Type, Residence, & Wage Report**  
Reporting Period: 11/1 - 10/31

Project Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Grant #: \_\_\_\_\_

Position	Place of Primary Residence	Date of First Check	Date of Last Check	Rate of Pay Per Hour	Total Earnings from the Project to date:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



# Wrangell Medical Center

Administrative Offices

Brian D. Gilbert, CEO  
E-mail: [bgilbert@wmcmail.org](mailto:bgilbert@wmcmail.org)  
Karen A. Wright  
Administrative Assistant  
E-mail: [kwright@wmcmail.org](mailto:kwright@wmcmail.org)

August 26, 2004

Michael Frawley, Grant Administrator  
Department of Health and Social Services  
Finance and Management Services  
PO Box 110650  
Juneau, AK 99811-0650

Dear Mr. Frawley:

The purpose of this request for the \$50,000 grant match from the Denali Commission at this time is to gain a set of complete drawings ready for bid. This would then allow us to go to the Murdock Foundation, Rasmuson Fund, or USDA for the remainder match of the Denali Grant.

If you have any questions, please contact me.

Sincerely,



Brian D. Gilbert, CEO

BDG:kaw  
Enc.

# **Request for Proposals**

## **Wrangell Medical Center Clinic Renovation**

### **Intent/Request for Proposal**

Wrangell Medical Center is a city-owned hospital and outpatient clinic serving the City of Wrangell and the surrounding region. It is the intention of the hospital to remodel its existing clinic and some related hospital functions.

At this time, the hospital is soliciting Proposals for Design Services for this project. Proposals should include information that demonstrates that the firms are qualified and experienced to complete this type of work.

### **Overview**

The City of Wrangell owns and operates a 30,000 square foot (approx.) hospital and long-term care center that serves the population of the City of Wrangell and the surrounding region. The hospital includes approximately 4,100 square foot of clinic space. The hospital underwent a major renovation in 1988 that created the current configuration of spaces. Since that time, the clinic has shifted from space provided to several individual practitioners to a group practice. The clinic requires alteration to consolidate operations and to reconfigure the spaces appropriately for the group.

The clinic wing was originally constructed as modular units, which were then integrated with site-built construction, resulting in a high quality exterior and interior appearance that the hospital wishes to maintain. Qualified firms will need to demonstrate familiarity with the construction and remodeling of modular construction as well as with the design of outpatient medical facilities. As the clinic is part of the hospital, firms will also need to demonstrate experience with the design of hospitals and adherence to the standards for hospitals established by the State of Alaska.

The project will include the following components:

- An addition to the clinic: approximately 800 square feet. It is expected that this addition will be of modular construction. The addition must be integrated architecturally with the existing hospital.
- Significant remodel of the interior of the clinic, approximately 4,100 square feet. The clinic is a "B" occupancy and includes a two-hour separation from the "T" occupancy hospital, but is visually and physically integrated with the hospital building.
- Remodel of an existing Delivery Room within the hospital, adjacent to the clinic, approximately 200 square feet, to serve as a Procedure Room for use by clinic physicians and the hospital.

### **Goals of Project**

- To enhance the quality of medical care for the citizens of the City of Wrangell and the surrounding region;
- To adapt the clinic to new medical technology;
- To support the provision of a variety of health care services that might otherwise not be available locally;
- To expand the complex efficiently and with thought to future use of the site

## Proposal Content

There is no set format for the proposal. Proposals must contain the following information, however.

### Experience

- Prior experience with clinics and physician offices;
- Prior experience in Southeast Alaska;
- Prior experience with the design issues inherent in a small, multi-user-group inpatient/outpatient medical facility;
- Prior experience in architectural and interior design of outpatient medical facilities operated as hospitals;
- Prior experience in the design and remodel of modular units, particularly when integrated with conventional construction;
- Prior experience with facilities that share common resources between inpatient and outpatient facilities;
- Familiarity with medical equipment;
- Familiarity with economic/social issues facing Southeast Alaska communities;
- Familiarity with Federal and Alaska State regulations on medical reimbursements and Medicare rules;
- Ability to solicit and manage public input from department heads and other interested parties in Wrangell.

### Company Background and Qualifications Information

Include the following information about your firm and any subcontractors:

- Company history and length of time in business;
- Firm ownership and locations;
- Experience with small hospital and comparable multi-use facilities;
- Experience with Alaskan communities;
- Experience with Pacific Northwest communities;
- Examples of completed projects, including photographs, that are comparable to this project;
- Minimum of five contact names and phone numbers of clients with similar projects;
- Identify staff members who will be assigned to this job. Include technical backgrounds and qualifications as well as a description of what role each individual would fulfill on this project. Provide a statement of commitment that the identified personnel will be the actual personnel assigned to this project.
- Any additional information pertinent to your response to this document and that will aid in evaluation of the response;
- If subcontractor or joint ventures are used, please provide the same information on them as you do on your company.

Please include a description of how your firm meets the criteria above. Examples of past projects can and should be used to illustrate these points. Please include language indicating which of the criteria each project illustrates.

## **Fee Proposal**

Please submit a proposed fee for design services, including all phases of design. Fee must be in lump sum format, plus reimbursable expenses. Break down fee as follows:

- Schematic Design
- Design Development
- Construction Documents
- Bidding Services
- Construction Contract Administration

Phases as listed above will have the meanings and scopes as assigned to them in AIA Document B141, Part B, and shall include all design and administration work enumerated therein, including periodic cost estimates.

(Note: the above also represents the scope of design work for this project.)

## **Examination of Site**

Interested firms are invited and encouraged to view the existing facility. Bidders are responsible for any expenses incurred in traveling to Wrangell. Please arrange visits in advance by contacting Brian Gilbert, Hospital Administrator, at 907-874-7164.

## **Selection Process**

A selection committee will review and evaluate all proposals. It is important that respondents emphasize specific information pertinent to the work. Evaluation of the responses will be based on the qualifications listed above.

## **Amendments to the RFP**

Should the City of Wrangell consider it necessary to revise any or part of this request for proposals (RFP) significantly or lengthen or shorten the proposal deadline, a written amendment will be provided to all parties who have been provided this RFP.

## **Questions Regarding the RFP**

Should a prospective bidder have a question involving clarifying or interpreting parts of the RFP, that question should be directed to Brian Gilbert, Administrator, Wrangell Medical Center at 907-874-7164. If the question raises an issue pertinent to all respondents, a response to that issue will be distributed to all holders of the RFP in writing.



## **Deadline for Submittal of Proposals**

Proposals must be received no later than (time) on (date) at:

Office of the City Clerk  
Wrangell City Hall  
PO Box 531  
Wrangell, AK 99929

All proposals must be delivered in a sealed envelope clearly labeled *Proposals for Hospital Clinic Remodel*. Respondents must submit four copies of the proposal, at least one of which can be easily reproduced. Proposals received after this deadline will not be accepted and will be returned unopened to the responding individual or firm. Faxed and e-mailed copies will not be accepted.

## **Preparations Cost**

No costs incurred by the respondents in preparation of the proposal, including travel and personal expenses, may be charged as an expense of performing the contract once so awarded. The City of Wrangell is not responsible for expenses of unsuccessful proposers.

The City of Wrangell shall not be subject to payment of cost incurred for proposal preparation or contract preparation as a result of valid and legal termination of the RFP or termination of the contract resulting from this award of the RFP.

## **Authorized Signature**

An individual authorized to bind the submitting firm to an agreement with the City of Wrangell must sign the Proposal, certifying that the contents are accurate and true.

## **Disclosure of Contents**

All materials submitted become the property of the City of Wrangell and may be returned only at the City's option.

All proposal information including fee proposals will be public information upon opening. An Evaluation Committee will review the submitted information and make a detailed recommendation to the City Council.

## **Right of Rejection**

The City reserves the right to: (1) Modify or otherwise alter any or all of the requirements herein. In the event of any modifications, all respondents who submitted Proposals will be given an equal opportunity to modify their proposals in the specific areas that are affected. (2) Reject any proposal not adhering to any and all requirements set forth in this RFP. (3) Reject any or all responses received and to waive formality in solicitation procedures. The City may reject all proposals at any time, when it is not in the best interests of the City to select a proposal. The City reserves the right to terminate this RFP at any time.

## **Contract Terms**

The contract for services will be with the City of Wrangell.

## **Funding of the Contract**

The City of Wrangell reserves the right to cancel a contract negotiated as a result of the RFP at any time due to lack of appropriate funds.

## **Subcontractors**

Subcontractors are allowed. All respondents must list in their proposal the complete names and location of the subcontractors, the work, and the percentage of work to be subcontracted to each subcontractor.

## **Failure to Negotiate**

If a contractor is selected as a result of this process but fails to provide the necessary information for negotiations in a timely manner, negotiate in good faith, or cannot perform the contract within the amount of budgeted funds available for the contract, the City of Wrangell may terminate negotiations and negotiate with the next-highest-ranked respondent, or terminate the award of the contract.

## **Contract Approval**

This action does not obligate the City of Wrangell to perform until a contract is signed and approved by both parties. If approved, it is effective from the date of approval by the City of Wrangell. The City of Wrangell shall not be responsible for work done, even in good faith, prior to execution of an Agreement with the city.